NSF's Directorate for Technology, Innovation and Partnerships (TIP)

Proposal Submission Guidance and Timeline for Organizations New to the National Science Foundation

Review this guidance to help with registering on NSF's Research.gov and submitting a proposal to NSF.

This guidance is for organizations that are new to the National Science Foundation (NSF). It provides a walkthrough of the registration requirements that MUST be completed in order to submit a proposal to NSF. This guidance also includes a Lead organization journey and a sub-awardee organization journey for submitting an NSF Engines proposal via Research.gov.

Additional account management information, including an Account Management Guide with step-by-step instructions and screenshots, Frequently Asked Questions (FAQs), and video tutorials, is available on the Research.gov About Account Management webpage.

For IT system-related questions, please contact the NSF Help Desk at 1-800-673-6188 (7:00 AM - 9:00 PM ET; Monday - Friday except federal holidays).

NSF Engines program-related questions should be directed to engines@nsf.gov.
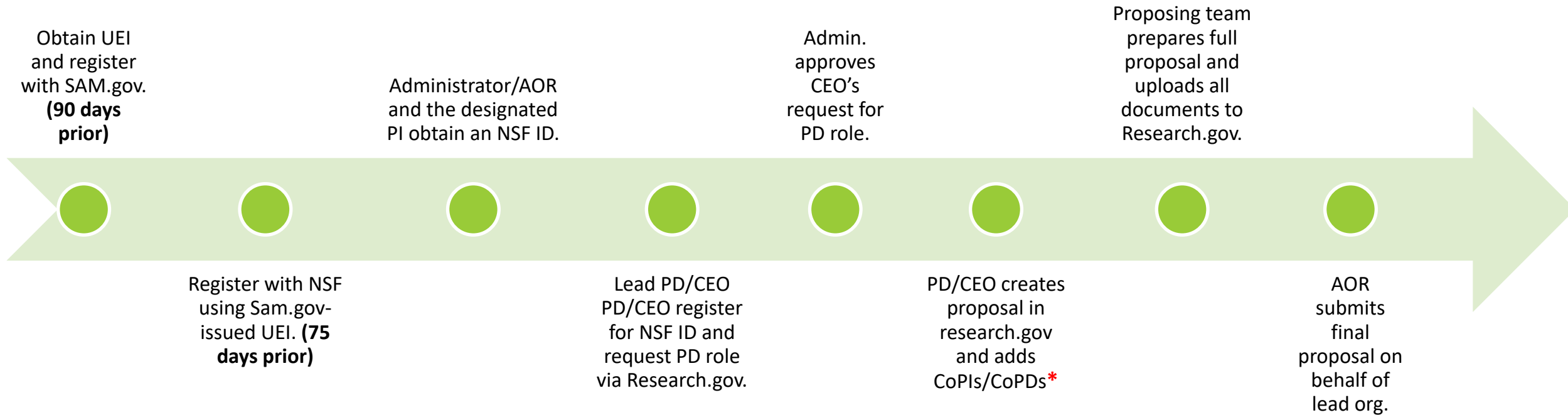
My organization is the Lead organization for an NSF Engines proposal but does not have a Unique Entity Identifier (UEI) Number and has not registered with NSF. *If this statement applies to your organization, follow the steps below.*

A Lead organization must register with System for Award Management (SAM) to receive a Unique Entity Identifier (UEI) Number, which is needed to register in Research.gov and submit a proposal to NSF.

Days Before Proposal Submission Deadline	Milestone or Action	Description
At least 90 days prior	New organization obtains a UEI Number.	This action only applies to new organizations. Lead organizations MUST register with SAM.gov. You need to register your entity in SAM.gov. The SAM registration process includes getting a Unique Entity ID (UEI) Number and requires assertions, representations and certifications, and other information about your business. **Note: It may take up to 30 business days to obtain a UEI Number.** To begin, go to https://sam.gov/content/entity-registration.
75 days prior	New organization registers with NSF's Research.gov.	Once the organization receives a UEI Number, the **new** organization registers with NSF by signing into Research.gov with their NSF ID* and then following the step-by-step instructions in the Register a New Organization section (page 13) in the Account Management Guide. After entering the UEI Number, the system will automatically detect that the organization is new and will walk the Administrator through setting up the organization and the Administrator role. *For step-by-step instructions to obtain an NSF ID, please see the Register for an NSF Account and obtain and NSF ID to Begin Using Research.gov Guide for the specific steps.*
30 days prior	AOR role is established and request approved by organization's Administrator.	The Lead organization MUST designate an Authorized Organizational Representative (AOR) who is authorized to submit a proposal to NSF on behalf of the organization. To request the AOR role, please refer to the Add a New Role Guide. After the AOR role is requested, your organization's Administrator will receive the request electronically to approve or disapprove it.

Lead Organization Journey for Submitting an NSF Engines Proposal via Research.gov

Obtain UEI and register with SAM.gov. **(90 days prior)**

Administrator/AOR and the designated PI obtain an NSF ID.

Admin. approves CEO's request for PD role.

Proposing team prepares full proposal and uploads all documents to Research.gov.

Register with NSF using Sam.gov-issued UEI. **(75 days prior)**

Lead PD/CEO PD/CEO register for NSF ID and request PD role via Research.gov.

PD/CEO creates proposal in research.gov and adds CoPIs/CoPDs*

AOR submits final proposal on behalf of lead org.

*
a. Co-Principal Investigators (co-PIs) and Co-Program Directors (co-PDs) may be members of the lead organization or subaward organization(s).
b. Subaward organizations will need to have a Unique Entity ID (UEI) Number and will need to register with NSF in order to be added to the proposal; A subawardee may choose to obtain a UEI only and not register with Sam.gov (faster process).
c. Co-PIs/Co-PDs will need to have NSF IDs before they can be added to the proposal

Important Note about UEI Numbers

The Unique Entity ID Number does not expire. However, SAM registrations must be updated and renewed **each year** to remain in the "active registration" status. If you do not update or renew your registration, it will be in an "inactive" status, but your entity will still have its same UEI. If a registration is not active, an organization will not be able to submit a proposal. Additionally, if the registration is not revalidated annually, NSF will block any award approval actions.

My organization is a sub-awardee organization on an NSF Engines proposal but does not have a Unique Entity Identifier (UEI) Number and/or has not registered with NSF. *If this statement applies to your organization, follow steps below.*

To be included as a sub-awardee on an NSF proposal, an organization MUST obtain a UIE via Sam.gov. However, a sub-awardee may choose to obtain a UEI only and not register in SAM.gov, **which is a much quicker approval process**. Below are the steps and instructions to complete the required registrations before your organization can be included as a sub-awardee submit on a proposal to NSF.

Days Before Proposal Submission Deadline	Milestone or Action	Description
90 days prior	New sub-awardee organization obtains a UEI Number.	Subrecipients or sub-awardees may choose not to register in SAM.gov. In this case, those entities cannot bid directly on federal contracts as a prime contractor or seek federal assistance as a prime awardee. If this is the goal of the entity, they can go to SAM.gov and get a Unique Entity ID (UEI) Number only (no entity registration required). The information required for getting a UEI without registration is minimal. It only validates your organization's legal business name and address and will be processed relatively quickly. To begin the process to obtain your UEI, go to https://www.sam.gov and select the green "Get Started" button on the Register Your Entity or Get a Unique Entity section in the upper right side of the page. Be sure to follow the process to obtain a UEI for a subrecipient org and not a full UEI registration.
75 days prior	New sub-awardee organization registers with NSF. (requires a phone call)	These instructions apply only to sub-awardee organizations that have a UEI but not a SAM.gov registration. Once you have obtained your UEI through SAM.gov, please contact the NSF Help Desk at 1-800-381-1532 (7:00 AM - 9:00 PM ET; Monday - Friday except federal holidays). When you contact the NSF help desk, please inform the technician this is a TIP BAA proposal requiring sub-award organization registration with NSF. To expedite the process, please make sure you provide the following information: • UEI: Required • Organization Name: Required • Complete Address (Including City, State, and Zip): Required • Phone number: Optional • Point-of-contact (POC): Optional • Email of Organization: Optional

Sub-awardee Journey for Submitting an NSF Engines Proposal via Research.gov

Obtain UEI via Sam.gov (full Sam.gov registration not required for sub-awardees). **(90 days prior)**

Register with NSF. **(75 days prior)**

Lead org is now able to add sub-awardee org to the proposal via Research.gov.

Individuals at sub-awardee orgs who are Co-PIs /Co-PDs MUST obtain NSF IDs to be added to proposal.

Lead PI can will add Co-PIs/Co-PDs to the proposal in Research.gov.

Co-PIs/co-PDs at subwardee orgs can now work on proposal and upload docs in Research.gov.

AOR at Lead org submits final proposal on behalf of Lead org.

I have an NSF ID but have not signed in for an extended period of time. *If this applies to you, take the following action below to confirm that your NSF account is active.*

To migrate your existing NSF account to NSF's new account management system, you must verify your account's primary email address and phone number. If you created your NSF account before March 23, 2018, and your email address is associated with more than one NSF account, you will be prompted to verify information.

Days Before Proposal Submission Deadline	Milestone or Action	Description
90 days prior	Confirm your NSF account is not suspended or is in danger of being suspended	If you have an NSF account, you should make sure your account is not suspended or is in danger of being suspended. Please be advised that on August 20, 2019, NSF started enforcing the 30-day grace period for NSF accounts and began expiring the grace period for users with an email address associated with more than one NSF account (NSF ID). To confirm your account is active, please log in to Research.gov. If you receive a "Multiple Accounts Found" pop-up alert message when you sign in to NSF systems, you are subject to grace period expiration. If this applies to you, you must contact the NSF Help Desk at 1-800-673-6188 to reconcile your accounts.

I am a PI or Co-PI on a Type-2 NSF Engines Proposal. However, I do not have an NSF ID and nor have I been assigned a PI role in Research.gov. *If this statement applies to you, complete the steps below.*

To submit proposals to NSF programs, you must have an NSF ID and an organization-approved Principal Investigator (PI)* role at an organization registered with NSF. You should apply for the PI role electronically, and the organization's Administrator is responsible for approving in advance.

Days Before Proposal Submission Deadline	Milestone or Action	Description
At least 75 days prior	New users register for an NSF account	If you do not have an NSF account, you must register for one to prepare proposals and conduct other award-related activities using NSF systems. Each individual assisting with proposal preparation and submission via Research.gov is required to have an NSF ID to access proposal documents. For step-by-step instructions, please see the Guide to <u>Register for an NSF Account</u> to begin using Research.gov (page 1).
75 days prior	Submit PI role request to your organization's Administrator	Before starting a proposal in Research.gov, a PD/PI must have an organization-approved PD/PI role. If you do not have a PD/PI role at your organization, you must request this role to work on a specific proposal or award-related activities. Please follow the steps in the Guide to <u>Add a New Role – Principal Investigator PI/Co-PI</u>. Note: An individual may have multiple roles at an organization, and the organization's Administrator can also have a PD/PI role.
65 days prior	PI role request is approved by org's Administrator	After requesting a PI role, your organization's Administrator will receive the request electronically to approve your request. Administrators may refer to the Guide to <u>View My Users – Administrator Dashboard</u> to see how to approve or disapprove a role request. Note: Once the PD/PI registers, the Administrator of that organization will need to approve the role request. If there is no Admin at that organization, the PI can claim themselves as the Administrator, meaning the admin role will be auto approved. Once the role is approved, it will take 30 minutes for it to go into effect.

* The term "Principal Investigator (PI)" is equivalent to the terms "Project Director (PD)" and "Chief Executive Officer (CEO)", which are used in the NSF Engines BAA.